



DEPARTMENT OF WATER RESOURCES  
EXAMINATION ANNOUNCEMENT



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ADMINISTRATIVE OFFICER I, RESOURCES AGENCY  
OPEN

FINAL FILING DATE	April 6, 2015
	Examination Application Forms (STD 678 Rev. 10/2013) must be postmarked or submitted in person by the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. FAXED APPLICATIONS WILL NOT BE ACCEPTED.
WHO SHOULD APPLY	This is an open examination. Candidates who meet the minimum qualifications as stated below may apply for this examination.
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 10/2013) may be mailed or submitted in person to: <div><div>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div>SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> <b>DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> , local office of the Employment Development Department, the Department of Human Resources (CalHR), and their website: <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a> .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Examination Application." You will be contacted to make specific arrangements.
SALARY RANGE	A \$3271 – \$4039      B \$3922 - \$4856
ELIGIBLE LIST INFORMATION	An Open eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during May/June 2015.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing duties at a level of responsibility equivalent to that of a Regional Administrative Technician or Management Services Technician, Range B. (Applicants who have completed six months of this service will be admitted to the examination, but they must satisfactorily complete one year of experience to be eligible for appointment.)</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> Two years of experience in the California state service performing duties at a level of responsibility equivalent to an Office Services Supervisor or Office Technician <b>and</b></p> <p><b>Education:</b> Thirty semester or forty five quarter units of college courses in public or business administration, accounting, economics, statistics, or a closely related field.</p> <p style="text-align: center;"><b>Or III</b></p> <p><b>Experience:</b> One year of technical experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have been performing duties at the level of responsibility not less than that of a Management Services Technician, Range B.) <b>and</b></p> <p><b>Education:</b> Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis).</p>
POSITION DESCRIPTION	An Administrative Officer I, Resources Agency is responsible for planning, organizing, and directing the administrative and staff services functions. Incumbents typically direct and train clerical and technical staff performing administrative service duties.  <b>Positions exist Statewide with the Department of Water Resources.</b>
EXAMINATION INFORMATION	This examination will consist of a <b>Qualifications Appraisal Interview – Weighted 100%</b> . In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE OF  
EXAMINATION

Qualifications Appraisal Interview – Weighted 100%

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.

2. Principles and practices of employer-employee relations.

3. A manager’s/supervisor’s responsibility for promoting equal opportunity in hiring, employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

4. Principles and practices of general business management.

5. Purchasing principles and practices.

6. Laws, rules, and regulations governing administrative practices in the California state service.

7. Principles of accident prevention and safety practices.
- B. Ability to:
1. Analyze administrative problems.

2. Analyze situations accurately and take effective action.

3. Plan, organize, and direct the work of others.

4. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

5. Reflect management’s position on collective bargaining issues.

6. Develop and maintain cooperative and harmonious working relationships.

7. Communicate effectively.

SPECIAL PERSONAL  
CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibility.

VETERANS  
PREFERENCE

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran’s Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

GENERAL INFORMATION

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For any examination** without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838, three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at Department of Water Resources’ (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, the Department of Human Resources (CALHR), and their website: [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate’s notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**How to apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay **Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

**For information** regarding this examination, please contact Laura Franco at (916) 653-5803.

O/S (Rev. 3/15)  
(LF)